



# VACANCY ANNOUNCEMENT

**U.S. Mission** U.S. Mission to the EU

**Announcement Number:** Brussels-2019-22

**Position Title:** Program & Exchanges Coordinator

**Opening Period:** November 20, 2018 – December 11, 2018

**Series/Grade:** LE-6002/7  
FS-6002/7

**Salary:** LE: EUR 3,080-EUR 4,070 gross/month  
FS: USD 36,218 -USD 63,191 gross/per annum. Actual FS salary determined by Washington D.C.

**For More Info:** JAS Human Resources Office, Tri-Missions, Brussels

**Who May Apply:** All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification or Public Trust

**Duration Appointment:** LE: Definite Not to Exceed 1 year. Becomes indefinite after successful completion of one year  
FS: Definite Not to Exceed 5 years. (FMA)  
Definite Not to Exceed 1 year. (PSA)

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

**Summary:** The U.S. Mission to the EU in Brussels is seeking eligible and qualified applicants for the position of Program & Exchanges Coordinator.

The work schedule for this position is: Full Time (LE: 38 hours per week, FS: 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** Supports a diverse program of exchanges and public outreach to implement the Mission's Strategic Plan. Public Affairs Program activities, to include professional exchanges, speaker programs, roundtable dialogs and other public events, aim to build strong ties for U.S.-EU cooperation, and the incumbent assists programming efforts to further economic and political themes and goals. Strengthens partnerships with EU institutions, think tanks and exchange program alumni to maximize program reach and resources. Is liaison for program and logistics support to the U.S. Mission to the EU's alumni organizations, the Fulbright Commission, and Fulbright grantees.

Acts as a backup in the absence of other program staff and/or the Programs and Exchanges Officer.

### **Qualifications and Evaluations**

**Education:** University degree in the liberal arts.

### **Requirements:**

**EXPERIENCE:** Minimum two years of relevant professional experience.

**JOB KNOWLEDGE:** Excellent working knowledge of European Union organization, institutions, key personalities, and solid grasp of EU policies that affect U.S.-EU relations is essential. Must be familiar with U.S. government institutions and policymaking process as well as U.S. society and culture.

### **Evaluations:**

**LANGUAGE:** Level 4 (fluent) Speaking/Reading/Writing of English is essential.

**SKILLS AND ABILITIES:** Must have the ability and personal and professional qualities to develop and maintain access to contacts in the EU, think tanks, and other outreach program partners. Must have the ability to work in a U.S. corporate culture. Must have the ability to take initiative, and the administrative, organizational, and interpersonal skills to plan and carry out assigned projects efficiently and smoothly. Must be able to draft communications and reports in English, operate all office equipment, and handle a variety of projects simultaneously with tight deadlines.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

**Other information:**

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the “Apply Now” button at the Mission’s internet site:

<https://be.usembassy.gov/embassy/jobs/>.

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174 (preferred) and/or regular CV
- Copy of Orders/Assignment Notification (or equivalent) (for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.